

HUMAN RESOURCES MANAGER
FLSA: Exempt
Grade 34 \$71,713.21 - \$114,741.12

GENERAL DEFINITION

Position assists in all aspects of administration, direction, and management of the City's Human Resources and Risk Management functions. The Human Resources Manager performs tasks necessary to keep the operations of the Department running smoothly and ensuring compliance with government and safety regulations. The Human Resources Manager is a professional who organizes the necessary team members and specializes in facilitating, reporting and analyzing project and departmental operations under the supervision of the Assistant Director and the Director. This position requires great responsibility and proper time management because the job entails constant monitoring many departmental day to day operations.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the administration and interprets personnel rules, policies and procedures.
- Assists with the supervision of employee recruiting, development of job descriptions, designing and implementing interview and recruiting strategies and other pre-employment and employment activities.
- Assist supervisors/managers in interpreting and applying civil service rules, collective bargaining agreements and HR principles. Designs and facilitates training programs.

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- Manages and administers Health benefits, FMLA, Cobra, and ensures compliance with City, State and Federal regulations. Coordinates worker's compensation claims with third party administrator.
- Assists the Assistant Director in directing Risk Management functions of the City to prevent, minimize, or avoid losses relating to employee injury, public liability and property damage. Interacts with attorneys and claims administrators.
- Assists the Assistant Director in developing and administering safety awareness programs and promoting safe work practices
- Conducts internal investigations and assists with the administration of employee relations issues arising therefrom.
- Assists with the designs and maintenance of the City's approved classification system; prepares recommendations for upgrades and reclassifications as required.
- Conducts research relative to current circumstances and policies in collective bargaining negotiations and labor related activities, participates in negotiation sessions as needed.
- Assists the Assistant Director and Director in the preparation and administration of the annual departmental budget for Human Resources.
- Supervises administrative staff within the department with an emphasis daily operations, Human Resource, payroll, internal record keeping and benefits administration.

KNOWLEDGE, SKILLS & ABILITIES

- In-depth knowledge of the principles, practices and industry standards as related to human resources management, legal requirements such as state and federal laws labor laws (FMLA, FLSA, HIPPA, etc).
- Ability to evaluate, analyze and provide recommendations regarding short and long-term goals, objectives. Substantial knowledge of modern office practices, with emphasis on computer literacy, HRMS systems, spreadsheet applications, and records and file management.

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- Exceptional knowledge of business English, spelling, grammar, format, diction and style applied to written business communications.
- Exceptional oral communication skills for effectively communicating information regarding City human resource management policies, procedures, rules, and regulatory information. Ability to have self-initiative and identity and initiate a variety of projects in a changing HR department.
- Demonstrated history of building strong relationships, solving problems with a sense of urgency, working well with all levels of employees, and providing hands-on assistance.
- Ability to maintain professional discretion in processing matters of a sensitive or confidential nature from both a legal and professionally ethical perspective.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Master's degree from an accredited college or university in Human Resources, Public Administration or related field and 3 progressively responsible years' experience the majority of which shall be in a managerial capacity or a Bachelor's degree and 5 years progressive experience with exposure to at least five of the following functional areas: recruiting, compensation, benefits, training, employee relations, labor relations, and administration, risk management, performance management and OD. Experience in human resources that provides broad exposure to all major functions. Ability to handle multiple projects and tasks in an environment with concurrent priorities. Attention to detail is a must.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and

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current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval

Date

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Civil Service Rule Sec 2-96